



National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: Call for GSFC Annual Awards of Excellence
Nominations Due: April 29, 2005

The GSFC Annual Awards of Excellence cover a broad range of opportunities to recognize the outstanding contributions made by individuals and teams. These unique and special awards are honorary for all recipients. Additionally, civil servant recipients of individual awards receive \$1,000.

Outstanding accomplishments at all levels and in all areas of the Center's mission should be considered. The various award categories, described in Enclosure 1, provide opportunities to recognize outstanding teamwork, secretarial and clerical excellence, quality and process improvement, customer service excellence, excellence in outreach, outstanding mentors, outstanding contributions to affirmative action or diversity, and significant contributions to safety. Evaluation criteria and eligibility information are also contained in Enclosure 1.

Anyone familiar with an employee's or team's duties, performance, and/or contributions may submit a nomination (you may even nominate yourself!). Presentation of awards will take place during an awards ceremony and luncheon to be held in July.

Please review the enclosed information and nominate a peer, colleague, supervisor, or a member of your staff, a mentor, a contractor, or partner for these awards. Submit nominations to the Awards Office, Code 114, Building 1, Room 139, using the enclosed transmittal sheet and nomination form (Enclosure 2). We strongly encourage electronic submissions. Please identify at least one reference (additional references are encouraged), who is knowledgeable about the accomplishment. Please provide your reference(s) with a copy of the nomination and a copy of the Reference Questionnaire Form (Enclosure 3). The Reference Questionnaire Form is to be completed and forwarded to Code 114, Building 1, and Room 139 by April 29, 2005. Nomination forms are also available electronically at: <http://ohr.gsfc.nasa.gov/awards>.

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

DISTRIBUTION CODES:

*A (Civil Service) – GSFC Employees

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**A (Contractor) – Contractor and Other Employees

**B (Contractor) – Contractor and Other Offices

GSFC 3-1 (05/94)

Nomination and Reference forms must be submitted by C.O.B. April 29, 2005. Please note that to assure the timely and efficient recognition of our employees this deadline cannot be extended. Questions concerning submission of nominations may be directed to Theresa Wirth at 301-286-4574. For further information on the Awards of Excellence program, please contact Khrista White at 301-286-9059 (Khrista.N.White@nasa.gov) or visit OHR's website at: <http://ohr.gsfc.nasa.gov/awards/home.htm>.

Original signed by:

Arletta R. Love, Chief
Learning and Work Life Office

3 Enclosures

GENERAL GUIDELINES

Please refer to OHR web page (<http://ohr.gsfc.nasa.gov/awards/>) for additional information.

- a. Nominations should be made after the completion of a product, service, or action or when the values and behaviors represented in an award and its criteria are in evidence. A discrete part of an activity may be nominated when its performance may be judged independent of the larger effort.
- b. Nominations should be timely, which would normally include activities completed within the 24 months preceding evaluation. For career awards or those awards covering sustained performance, there are no time limits.
- c. Nominations should demonstrate the relationship of the nomination to the Center's mission, strategies, goals, or values on which each award is based.
- d. Nominations should be for outstanding performance and accomplishments that exemplify or model one or more specific criteria of each award.
- e. Different skill groups and employees at different grade levels contribute to the Center's mission in many different ways. Evaluations will consider the accomplishments relative to the scope of the nominee's job responsibilities.
- f. Regardless of the number of nominations, recognition will only be made each year for those awards for which accomplishments meet the criteria and warrant special Center wide recognition.

Awards of Excellence
(reference GPD 3451.1D)

1. Outstanding Teamwork - To recognize teams whose teamwork, diversity, mutual accountability and responsibility, together with the commitment and performance of every team member, have resulted in extraordinary specific accomplishments or long-term performance of the team. These awards focus on the success of the team or group process as well as the products of the team. Teams may be temporary, ad hoc, or permanent parts of an organizational structure.

Criteria - Evidence that the team made a significant, extraordinary contribution to the Center's mission while maximizing the use of its resources and the capabilities of all team members in achieving its goals.

Eligibility - Civil Servants, Contractors, Team Members

2. Secretarial and Clerical Excellence Award - To recognize secretaries and specialty clerks who provide superior performance and accomplishments, which enhance their specific work products or functions.

Criteria - Exceptional performance of secretarial or clerical functions in such an extraordinary manner as to warrant special recognition.

Eligibility - Civil Servants

3. Quality and Process Improvement - To recognize individuals and teams whose contributions enhance the Center's business and work processes and improves the quality of products and services.

Criteria - Initiative, innovation, and scope of improvements on the quality of products and services provided or achievements that reduce waste or misuse of government resources. Scope and impact are relative to the process being improved.

Eligibility - Civil Servants, Contractors, Team Members

4. Customer Service Excellence - To recognize individuals and teams that provide superior services or products to internal or external customers.

Criteria - Demonstrated performance and significance of contributions relative to the requirements of an individual's position or the team's charter. Evidence of exceeding customer expectations as evidenced by such characteristics as timely deliverables; economic use of Center resources, and customer relations that include effective communications and a flexible, proactive approach to problem solving.

Eligibility - Civil Servants, Contractors, Team Members

5. Excellence in Outreach - To recognize individuals and groups who (1) provide innovative products, science, technology, and services to the public, educational institutions, or others who are potential beneficiaries of the expansion of knowledge resulting from NASA/GSFC's mission, or (2) develop and/or expand opportunities that result in the increased involvement of universities, industry, and others in the performance of NASA/GSFC's mission activities, or (3) increase the participation of socially or economically disadvantaged businesses or minority educational institutions.

Criteria - Consideration will be made of the quality of the products, science, technology, and services, particularly their relevance and effectiveness with a specific audience, how effectively resources are leveraged to increase the number or diversity of audiences impacted or the level and significances of the involvement of new partnerships or contract relations resulting from outreach efforts.

Eligibility - Civil Servants, Contractors, External Team Members

6. Outstanding Mentor - To recognize outstanding mentors who actively and effectively coach one or more protégés and contribute to the personal and professional development of Goddard employees or in support of Goddard programs.

Criteria - Accessibility to protégé; modeling and transmitting the Center's values and traditions; sponsoring and providing the employee new experiences; effectiveness in transferring personal knowledge, meaningful advice, insights and experiences; or demonstrated insight into the protégé's unique mentoring needs.

Eligibility - Civil Servants

7. Diversity Enhancement - Outstanding contributions to the inclusion and utilization of the diversity of the Center's workforce to better achieve the Center's mission (qualitative) or goals identified in the Center's Diversity Plan; create an organizational culture that incorporates mutual respect, acceptance, teamwork, and productivity; or facilitate a broader inclusion of ideas and participation of Goddard's diverse workforce in all aspects of the Center's mission.

Criteria (1) Equal Opportunity – outstanding accomplishments whose scope and impact further the Center's affirmative employment and workforce representation goals. **(2) Disadvantaged Business Goal Achievement** – outstanding accomplishments whose scope and impact further the Center's socioeconomic goals. **(3) Diversity** – accomplishments that through the inclusion, utilization, and participation of the Center's diverse workforce enable the Center to better perform its mission through teamwork, respect, and use of the Center's diversity and innovation.

Eligibility - Civil Servants, Contractors, External Team Members

8. Safety Award of Honor - To recognize individuals and teams whose contributions to safety significantly impact the Center's implementation of the NASA mission or mitigate and control risks to personnel, facilities, equipment, and operations.

Criteria Demonstrated evidence of safety contributions that significantly impact the Center's implementation of the NASA mission or mitigate or control safety risks to personnel, facilities, equipment, and operations.

Eligibility Civil Servants, Contractors, Team Members

AWARDS REFERENCE QUESTIONNAIRE FORM

The enclosed award nomination (individual or group) has been submitted for Center consideration. The views of the supervising organization and specific references are a very important step in this review process, to determine how this achievement compares in significance to other comparable accomplishments with which the reviewer may be aware.

You have been identified as a reference or supervisor knowledgeable of this nominee and the accomplishments identified in the attached nomination. Your contribution to the successful review of the awards nominations is essential to an equitable review of all nominations.

Please complete the following questionnaire and return it as soon as possible to Code 114, by fax, 301-286-6095. (However, we strongly encourage electronic submissions). Your support is greatly appreciated.

Nominee: (Individual or Group) _____

Award Category: (Category) _____

Please check one: ☐ I am knowledgeable of the nominee or the accomplishment.
☐ I am **not able** to evaluate this nomination.

Please describe your professional relationship with the nominee (i.e., peer, supervisor, member of a team, etc.) in 1 – 2 sentences.

Appropriateness of Award Category

Considering the accomplishment(s) for which this nominee is nominated, the award category for which this nominee is submitted:

☐ Is a good match for the award category.

☐ Could also be considered for _____ award.

Quality of the Accomplishment

☐ High: "A" The accomplishment(s) cited is the highest quality of performance or of exceptional merit and among the top 2-3% of comparable types of accomplishments.

☐ Medium: "B" Outstanding nomination, worthy of consideration. The accomplishment(s) cited is significant and merits award consideration and is among the top 10% of comparable types of accomplishments.

☐ Low: "C" Not recommended at this time. The accomplishment(s) cited is an important accomplishment but is not among the top 10% of comparable types of accomplishments.

Comments and Additional Information

It is very important the review committee understands why you rated the nominee as you did. Please justify or provide supporting information that is relevant to the consideration of this nomination. Use a continuation sheet if needed and put nominee's name on each sheet.

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Submitted by: _____

Date: _____